Karnataka State Archives, Bangalore-Re-designation of the post of Special Officer as Director, Functions and Duties of the Director, Delegation of powers to the Director, etc.,—Orders regarding—issued.

READ :—

(i) Government Order No. ED 63 MUN 69 dated 4th July 1972.

(ii) Government Order No. ED 1 MUN 73 dated 23rd January 1973.

(iii) Government Order No. ED 10 MSC 73 dated 27th April 1973

(iv) D. O. Letter No. 311/20/Archives/ 73 dated 1st May 1973 from the Special Officer, Karnataka State Archives, Bangalore.

(v) D. O. Letter No. 349/20/Archives/73 dated 15th May 1973 from the Special Officer, Karnataka State Archives, Bangalore.

(vi) Government Order No. ED 35 MSC 73 dated 30th October 1973.

PREAMBLE :—

In Government Order dated 4th July 1972 read at (i) above, sanction was accorded to the setting up of a State Archives Unit and to the creation of a post of Special Officer to work out a Scheme and to organise a Directorate of Archives, on fixed a salary of Rs. 1,500 per month for a period of three years from the date the Special Officer took charge of the post. Dr. S. V. Desikachar, Retired Assistant Director of Archives, National Archives of India has been appointed as Special Officer on a contract basis on a fixed salary of Rs. 1,500 per month for a period of three years subject to certain conditions to work out a Scheme and organise a Directorate of Archives in the State. The initial staff consisting of one Stenographer, one I Division Clerk and one peon was also sanctioned in Government Order dated 4th July 1972 cited at (i) above.

2. In Government Orders dated 23rd January 1973 and dated 30th October 1973 cited at (ii) and (vi) above, certain additional posts were sanctioned for the office of the Special Officer, Karnataka State Archives, Bangalore.

3. In Government Order dated 27th April 1973 cited at (iii) above, the Special Officer, Karnataka State Archives, Bangalore was declared as Head of a minor Department and he was authorised to exercise all administrative and financial powers permissible under the Rules as Head of a Minor Department. He was also declared as a drawing and disbursing Officer authorised to operate funds provided in the budget for his Office.

4. Now the Special Officer, Karnataka State Archives, Bangalore while forwarding comprehensive scheme has requested orders of Government defining his status, functions and duties, declaring Karnataka State Archives as a Major Department of Government, redesignating him as Director, Karnataka State Archives, delegating to him certain special powers, etc.

ORDER No. ED 29 MSC 73, BANGALORE, DATED THE 17TH DECEMBER, 1973.

1. Government are pleased to constitute the Karnataka State Archives as Minor Department of Government under the control of a full-time Director.

2. The Special Officer, Karnataka State Archives, is redesignated as Director Karnataka State Archives Bangalore, with immediate effect.

3. The functions and duties of the Director, Karnataka State Archives Bangalore shall be as under :—

(i) He shall tender advice to Government on all matters pertaining to archives and archival development in the State.

(ii) He shall be in charge of all the records in the General Records Section of the Karnataka Government Secretariat and also of all records received from the several Secretariat Departments of Government in future in accordance with the provisions of the Secretariat Manual of Office Procedure.

(iii) He shall receive and administer public records other than Secretariat records, of permanent value in accordance with the rules and procedure laid down.

(iv) He shall receive and maintain a complete set of reports, blue books, gazettes and other official publications of the Government of Karnataka.

(v) He shall receive and administer records, manuscripts, books etc., of historical value from autonomous public bodies and private institutions and individuals in accordance with the terms and conditions agreed to and subject to such rules and procedure as may be laid down.

(vi) He shall co-ordinate and guide all operations connected with public records in respect of their administration, preservation and elimination, with a view to ensuring that records of permanent value are not destroyed and are transferred to the State Archives at the appropriate time.

(vii) He shall conduct surveys to locate records, manuscripts, etc. of historical value in the possession of private individuals and institutions such as socio-cultural organisations, religious bodies, educational institutions and old time financial and industrial houses and wherever possible acquire them in original, or obtain copies, through purchase, gift, loan or otherwise with a view to building up the archival heritage of the State.

(viii) He shall provide adequate facilities to scholars to conduct research among the records in the Karnataka State Archives, subject to such rules as may be laid down.

(ix) He shall maintain close liaison with the Department of Archaeology and Museums, the Karnataka Gazetteer Unit, The Directorate of Literary and Cultural Development and other offices of Government engaged in allied cultural activities, the Universities and learned institutions in the State and archival centres and organisations devoted to historical research outside the State such as the National Archives of India, the State Archives Units in other States, the Indian Historical Records Commission, the Indian Council of Historical Research and the Indian History Congress.

(x) He shall be responsible for attending to all ancillary matters connected with the administration of records in his custody and in general, with the archival development of the State, conservation of records on scientific lines, compilation of reference media to records, laying down guide lines for selecting records of permanent value, providing facilities for research, adoption of microfilming, xerox and other modern aids both for conserving records and as an aid to research, imparting training in archives administration, organising exhibitions and participating in them, archival publications, etc.

(xi) He should submit a report to Government every year on the working of the Karnataka State Archives.

4. The Director, Karnataka State Archives, Bangalore, is hereby declared as a Head of a Minor Department. He shall be a drawing and disbursing Officer and operate funds under the head "27-Scientific Departments-e-Development Scheme -(i) State Plan-B-General Education-3-State Archives Unit" from the year 1973-74 and onwards.

5. The Director, Karnataka State Archives Bangalore is authorised to exercise all administrative and financial powers available to him under the rules as Head of a Minor Department.

6. The Director shall also exercise certain Special Powers as indicated in the appended statement.

7. The General Records Section of the General Administration Department (Except Multigraph and Binding Sections) shall form part of the Karnataka State Archives with immediate effect. For the present, the Secretariat Staff may be

taken on deputation till such time as the Directorate of Archives builds up its own cadre. It is however, considered advisable to have a separate unit directly under the control of the General Administration Department to look after the maintenance and servicing of records of 5 years and below which are frequently required by the Secretariat Departments for current administrative purposes. The proposal will be taken up for consideration after a period of 3 to 4 months by which time it might be possible for the Director to rearrange such records in a separate place to facilitate functioning of such a unit.

2. The staff of the Karnataka State Archives, Bangalore, to begin with shall comprise of the staff sanctioned in Government Order No. ED 63 MUN 69 dated 4th July 1972, in Government Order No. ED 1 MUS 73 dated 23rd January 1973 and Government Order No. ED 35 MSC 73 dated 30th October 1973, and also the staff of General Records Section of the Karnataka Government Secretariat.

3. This Order issues with the concurrence of Finance Department *vide* their U. O. Note No. FD 2239 GW. 1173 dated 29th August 1973.

By Order and in the name of the Governor of Karnataka,

G. NANJAPPA,

Under Secretary to Government,
Education and Youth Services Department.

APPENDIX

Statement showing the powers delegated to the Director, Karnataka State Archives, Bangalore.

Sl. No.	*Nature of powers delegated*
1	To receive books, records and manuscripts of historical value by way of gift or deposit from private institutions and individuals, subject to such conditions as may be mutually agreed upon provided the expenditure incurred on supply or acquisition of reference media pertaining to those records, to the donors or persons named by them does not exceed Rs. 1,000 (Rupees one thousand only) in each case.
2	To incur expenditure on microfilming or photocopying of records and other papers required by the State Archives, subject to a maximum of Rs. 3,000 (Rupees three thousand only) per Annum.
3	To participate in exhibitions outside the State and incur expenditure not exceeding Rs. 1,000 at a time exclusive of T. A. and D. A. of Officers deputed provided the total expenditure incurred under this head does not exceed Rs. 2,000 (Rupees two thousand only) in a year.
4	To sanction purchase of Photostatic preservation and bindery equipment upto a limit of Rs. 2,000 (Rupees two thousand only) in each case.
5.	To sanction purchase of consumable photostatic preservation and bindery materials upto a limit of Rs. 250 (Rupees two hundred and fifty only) in each case.
6	To sanction repairs of photostatic preservation and bindery equipments upto a limit of Rs. 250 (Rupees two hundred and fifty only) in each case.

G. NANJAPPA,

Under Secretary to Government,
Education and Youth Services Department.